
City Clerk

Appropriation: \$ 1,144,983

The City Clerk's official functions require the office to maintain custody of City Council and all board, committee and commission minutes, ordinances and resolutions, all official contracts and other official records approved by the Governing Body; attend all meetings of the Governing Body, in accordance with state statute; set public hearing items to be considered by the Governing Body and publish adoptions of ordinances upon passage; furnish copies of public records upon request; and prepare City Council packets twice monthly. Other functions of the City Clerk include:

<u>Administration</u> - To oversee and maintain an accessible public records storage system of proceedings of the Governing Body as well as all its committees and city departments	\$ 552,007
<u>Records Management</u> - To continue to create and implement reliable, efficient and cost-effective records management programs	110,388
<u>Graphics</u> - To provide graphic design and consultation services for all city departments and act as city liaison for graphic services	106,626
<u>Duplicating Services</u> - To provide copy services for all city departments, reproduce and bind City Council and major committee and department reports, and maintain the copy machines in good working order	190,387
<u>Mail and Delivery Service</u> - To provide for the most efficient and cost-effective distribution and collection of city mail, memoranda and other materials to all city offices	<u>185,575</u>
	\$ 1,144,983

2003/04 Operational Highlights:

- Administered and conducted the March 2, 2004 Municipal Election, including verification and certification of nominating petitions for candidates.
- Revised, updated and redesigned the City of Santa Fe general plan into a user-friendly document.
- Designed and produced various promotional materials for Recreation programs, Seniors programs, the Library, and the city as a whole.
- Produced a GCCC employee manual and a Police Neighborhood Watch manual for crime prevention awareness.

- Realized substantial operational cost savings through the use of digital copiers and revised express mailing procedures.

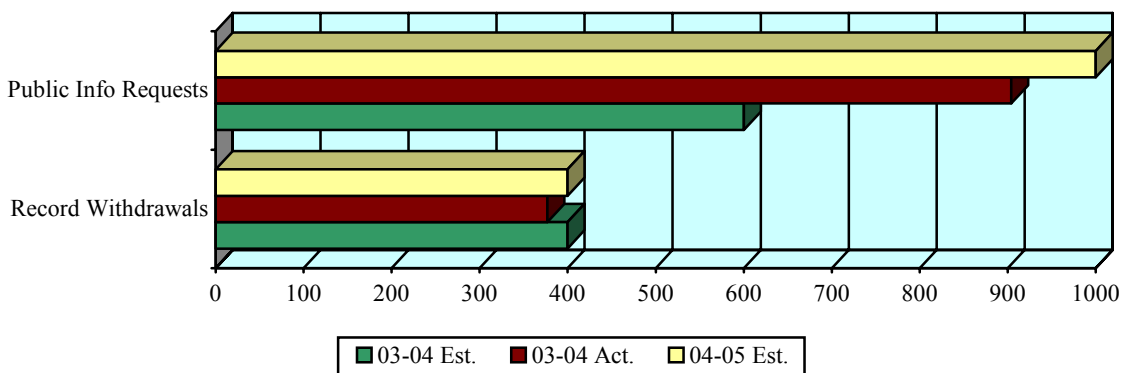
2004/05 Goals and Objectives:

- Administer and conduct the March 15, 2005 Special Election concerning the imposition of a ¼% increment to the City's Municipal Gross Receipts tax for capital outlay.
- Further streamline and gain efficiency in the duplicating, mail and graphics functions.
- Plan and implement conversion of archived city documents from microfilm to electronic document imaging.
- Research the potential effectiveness and time/cost efficiency of providing City Council packets on CD-ROM discs rather than in paper format.
- Increase the amount of bar coded automated mail to increase bulk mail savings.

Budget Commentary:

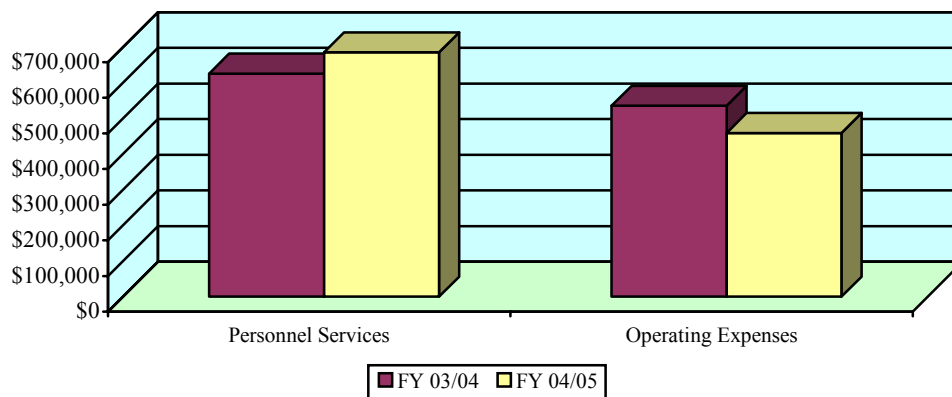
The General Fund provides the funding support for the City Clerk's FY 2004/05 operating budget of \$1,144,983. This includes salaries and benefits for 12 employees; maintenance and repair contracts of \$77,900 for the duplicating machines; postage and shipping expenses for city departments; and stenographer services and other professional contracts in the amount of \$115,000. In FY 2003/04 a Secretary position was moved from Parks & Recreation and reclassified as an Assistant City Clerk.

<u>Standard Program Measurements:</u>	<u>03/04 EST.</u>	<u>03/04 ACTUAL</u>	<u>04/05 EST.</u>
1. Number of public information requests	600	904	1,000
2. Boxes of records stored	1,000	662	1,000
3. Individual records/images microfilmed	90,000	129,552	160,000
4. Record withdrawals	400	377	400
5. Boxes of records destroyed	1,250	939	1,250
6. Duplication requests completed	2,280	1,987	1,878
7. Bulk mail savings	\$12,000	\$13,886	\$6,540



<u>POSITION/CLASSIFICATION</u>	<u>FY 03/04 ACTUAL</u>	<u>FY 04/05 BUDGET</u>
City Clerk	1 – EX	1 – EX
Administrative Secretary	1 – CLFT	1 – CLFT
Assistant City Clerk	2 – CLFT	2 – CLFT
Duplicating Supervisor	1 – CLFT	1 – CLFT
Duplicating Technician	2 – CLFT	2 – CLFT
Graphic Artist	2 – CLFT	2 – CLFT
Office Manager	1 – EX	1 – EX
Records Management Specialist	<u>2</u> – CLFT	<u>2</u> – CLFT
TOTAL:	12	12

EXPENDITURE CLASSIFICATION



	<u>FY 03/04 REVISED</u>	<u>FY 04/05 APPROPRIATION</u>
Personnel Services	\$ 626,075	\$ 685,766
Operating Expenses	<u>536,014</u>	<u>459,217</u>
TOTAL:	\$ 1,162,089	\$ 1,144,983